

Purpose

To establish policy and procedure for uniform handling of scrap metal collection. Scrap metals accumulated by the regions, districts, and the central shops is treated as surplus property and sold to local dealers.

Policy

Department employees will collect and stockpile all scrap metal at various locations within Regions/Complex. Sale of scrap metal will be authorized by an appropriate supervisor on an as-needed basis. All sales will be reported by submitting the weigh ticket and the funds collected to the Region Support Services Managers or the Procurement Supervisor at the Complex. The information from the sale will be entered on the Scrap Metal Sales Log. A copy of this log will be sent to the Fixed Asset Accountant in the Comptroller's Office at fiscal year end.

Background

Department forces collect and sell scrap metal on an on-going basis. The scrap metal is collected by the Regions/Districts and Divisions and sold to various vendors throughout the state. The scrap metal is either delivered to or picked up by vendors. Money is collected in check or cash, receipted in the Region/District or Division offices, and deposited to the bank link as revenue.

Procedures

Surplus Property - Scrap Metal

UDOT 02-46.1

Responsibility: Department Employees

Actions

1. Collect scrap metal and stockpile at locations designated by appropriate supervisor.

Responsibility: Shed Foreman

2. Contact scrap metal dealer and make arrangements for dealer to pick up the scrap metal stockpile, or assign employees to load and deliver scrap metal to dealer.

Responsibility: Scrap Metal Dealer

3. Weigh metal, issue weigh ticket, and make payment.

Responsibility: Shed Foreman

4. Receive weigh ticket and funds. Forward weigh ticket and funds to Region Office or Comptroller's Office at Complex.

Responsibility: Region Office or Comptroller's Office at Complex

5. Receive funds and handle as Cash Receipts.
6. Keep record of funds deposited in Scrap Metal Log.
7. Send a copy of the Scrap Metal Log to the Fixed Asset Accountant in the Comptroller's Office annually, at fiscal year end.

Responsibility: Fixed Asset Accountant

8. At year end, receive all copies of the Scrap Metal Logs, prepare Surplus Property Form (SP-1), and send to State Surplus Property.